

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #13-88**

OPENING DATE: 17 Jul 13 **CLOSING DATE:** 31 Jul 13 **AGENCY:** 5704 **PIN:** 0166

POSITION: HUMAN RESOURCES ASSISTANT

STARTING SALARY: \$28,497.00

LOCATION OF POSITION: MS Military Department, State Resources Directorate, 1410 Riverside Drive,
Jackson, MS 39202-1237

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR Post Office Box 5027,
Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. Graduation from a standard four-year high school or equivalent (GED), and four (4) years related experience, two (2) years of which must have involved public personnel work.
2. Considerable knowledge of personal computer based applications for human resources systems and personnel databases.
3. Knowledge of automated payroll programs or systems is desirable.
4. Ability to interact constructively with others, often in conflict situations.
5. Ability to communicate ideas effectively, both orally and in writing.
6. Ability to read, interpret and explain complex laws, rules and regulations.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Processes and verifies personnel transaction requests for Military Department state employees and contract workers.
2. Processes requests for personal services contract approval; inputs contracts to include renewals. Maintains personal services contract balances and resolves shortages that arise.
3. Coordinates with payroll staff regarding appointments, transfers, separations, leave-without-pay and employee/position data changes.
4. Confers with Mississippi Management and Reporting System (MMRS) staff to resolve technical or procedural problems pertaining to the automated human resources system.
5. Interprets rules and regulations involving state employee leave usage and resolves issues regarding proper leave status. Answers time reporting questions involving overtime, compensatory time, and holiday time.
6. Verifies time/attendance, pay status, and leave usage and inputs data for pay and leave accumulation purposes. Resolves time/attendance and leave usage discrepancies.
7. Records and maintains time/attendance and leave usage records for State Human Resources staff.
8. Generates various employment reports to assist in workforce and position management.
9. Observes strict security conventions to protect confidentiality of sensitive human resource and payroll data.
10. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.